



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES MEETING AGENDA

**Newport Beach Public Library
1000 Avocado Avenue, Newport Beach, CA 92660
Monday, April 18, 2016 – 5:00 PM**

Board of Library Trustees:

**Jerry King, Chair
John Prichard, Vice Chair
Jill Johnson-Tucker, Secretary
Robyn Grant, Board Member
Janet Ray, Board Member**

Staff Members:

**Tim Hetherton, Library Services Director
Dave Curtis, Library Services Manager
Elaine McMillion, Administrative Support Specialist**

The Board of Library Trustee meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Tim Hetherton, Library Services Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 717-3801 or thetherton@newportbeachca.gov.

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Library Services Department 24 hours prior to the scheduled meeting.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. NOTICE TO THE PUBLIC

The City provides a yellow sign-in card to assist in the preparation of the minutes. The completion of the card is not required in order to address the Board of Library Trustees. If the optional sign-in card has been completed, it should be placed in the box provided at the podium.

The Board of Library Trustees of Newport Beach welcomes and encourages community participation. Public comments are generally limited to three (3) minutes per person to allow everyone to speak. Written comments are encouraged as well. The Board of Library Trustees has the discretion to extend or shorten the time limit on agenda or non-agenda items. As a courtesy, please turn cell phones off or set them in the silent mode.

IV. PUBLIC COMMENTS

Public comments are invited on agenda items. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

V. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. The Board of Library Trustees has received detailed staff reports on each of the items recommending an action. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees request

specific items to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward to the lectern upon invitation by the Chair.

A. Minutes of the March 21, 2016 Board of Library Trustees Meeting

B. Consent Calendar Items

1. Customer Comments

Monthly review of evaluations of library services through suggestions and requests received from customers.

2. Library Activities

Monthly update of library events, services and statistics.

3. Expenditure Status Report

Monthly expenditure status of the library's operating expenses; services, salaries and benefits by department.

4. Board of Library Trustees Monitoring List

List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

VI. CURRENT BUSINESS

A. Items for Review

5. Corona del Mar Branch Project Update

Kelley Needham of WLC Architects and Public Works Deputy Director Mark Vukojevic will provide an update on the new Branch facility in Corona del Mar.

6. Marketing Update & Social Networking Update

Marketing Specialist Katherine Mielke will provide the annual briefing on Library marketing and social media activities.

7. Newport Beach Historical Society at Balboa Branch Update

Library Services Director Tim Hetherton will provide a report on the activities of the Newport Beach Historical Society in the Balboa Branch Library.

8. Customer Survey

Staff requests the Board of Library Trustees review a proposed survey designed to measure customer satisfaction with Newport Beach Public Library services and resources.

B. Monthly Reports

9. Library Services

Report of Library issues regarding services, customers and staff.

10. Friends of the Library Liaison Report

Trustee update of the most recently attended Friends of the Library Board meeting.

11. Library Foundation Liaison Report

Trustee update of the most recently attended Library Foundation Board meeting.

12. Witte Lectures Committee Liaison Report

Trustee update of the most recently attended Witte Lectures Committee's monthly meeting.

VII. BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)]

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

IX. ADJOURNMENT